



OREGON STATE UNIVERSITY REQUEST FOR QUOTE (RFQ)

		ISSUE DATE:	January 25, 2018		
RFQ #	JK192751Q	RFQ DUE DATE:	February 15, 2018 2:00 PM PT		
DELIVER TO:		REQUESTED BY / RETURN QUOTE TO:			
DEPARTMENT:	Extension Family & Community Health	NAME:	Jennifer Koehne		
ADDRESS:	Assorted	E-MAIL:	jennifer.koehne@oregonstate.edu		
CITY, STATE ZIP:	Assorted	TELEPHONE:	541-737-7353		
REQUIRED DELIVERY DATE:	June 15, 2018	FAX:	541-737-2170		
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	English- Custom Design, Full Color- Laminated Woven Polypropylene Bag: Size 13 inches wide x 14 inches tall (8 inch gusset) w/ poly-web 24 inch handles dyed to match bag gusset	24,000	EA		
2	Spanish- Custom Design, Full Color- Laminated Woven Polypropylene Bag: Size 13 inches wide x 14 inches tall (8 inch gusset) w/ poly-web 24 inch handles dyed to match bag gusset	7500	EA		
	<p>A sample bag of similar specifications as to bag requested under the RFQ must be submitted along with the signed quote. Sample to be shipped to the following location:</p> <p style="padding-left: 40px;">Oregon State University Procurement, Contracts and Material Management Attn: Jennifer Koehne (JK192751Q) 644 SW 13th St Corvallis OR 97333</p> <p>The sample must be received by the RFQ due date and time in order for Bidder's quote to be considered. Bidder may provide a copy of the quote along with the sample. The quote can also be emailed separately to jennifer.koehne@oregonstate.edu or faxed to 541-737-7353. Both the signed quote and sample are required submittals for this RFQ.</p> <p>The sample will be used to determine if Bidder can provide a quality bag that meets the specifications as called out under the RFQ. OSU reserves the right to reject any submission if the quality or specifications of the bag do not meet OSU requirements.</p>				
	NOTES:				
	1. Attachment A is a sample design of a previous bag produced and is provided as a reference only for quoting purposes. Final artwork will be of similar nature, featuring a carrot, and will be provided to the Contractor once finalized.				
	2. If Bidder has a standard size bag that is no more than a 1 inch adjustment in any dimension, then OSU will accept that bag. Bidder must call out the specific dimensions of any bag quoted that deviates from the specifications called out above.				
	3. Pre-production samples will be required of the Contractor before a production run.				
	4. Bags should be boxed 50 bags per box.				
	5. Bags to be dropped shipped to multiple locations, including a storage facility. All shipping costs must be included in the pricing. Attachment B is a list of all the drop ship locations.				
	6. OSU requires that Contractor provide two (2) invoices for the order. Specific invoice detail to be provided to the Contractor at time of order.				



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7. OSU will provide awarded Contractor a sample of previous bags produced to ensure final product matches closely.					
Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed.				TOTAL	
DELIVERY TIME AFTER RECEIPT OF ORDER:				PRICES VALID THROUGH:	
SPECIAL INSTRUCTIONS:		VENDOR INFORMATION:			
<p>1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.</p> <p>2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU.</p> <p>3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown.</p> <p>4. Only documents issued as addenda by OSU serve to change the RFQ in any way.</p> <p>5. OSU reserves the right to make the award by item, partial or whole lots, groups of items or entire quote, whichever is in the best interest of OSU.</p> <p>6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.</p> <p>7. This RFQ form must be completed, signed and returned with all required documents.</p>		COMPANY:			
		ADDRESS:			
		CITY, STATE, ZIP:			
		CONTACT NAME:			
		E-MAIL:			
		TELEPHONE:			
		FAX:			
		VENDOR SIGNATURE:			
		<i>By signature below the undersigned certifies that they are authorized to act on behalf of the quoter and will comply with all aspects of the quote herein.</i>			
		SIGNATURE:			
		NAME/TITLE:			

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for: Goods
 Services Purchase Order Construction Software. The indicated terms and conditions may be viewed at <http://pacs.oregonstate.edu/terms-and-conditions>



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**Attachment A: Sample Designs
English and Spanish**

See Sample Art Pages in attached PDF



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**Attachment B:
Drop Ship Locations & Quantities**

Drop Ships

English	Spanish
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Ship to:		
Clackamas County Extension SNAP-Ed 200 Warner Milne Rd Oregon City OR 97045	100	50

Ship to:		
Clatsop County Extension SNAP-Ed 2001 Marine Drive Room 210 Astoria OR 97103	200	150

Ship to:		
Columbia County Extension SNAP-ED 505 N Columbia River Hwy St Helens OR 97051	50	0

Ship to:		
Coos County Extension SNAP-Ed 631 Alder Street Myrtle Point OR 97458	100	0

Ship to:		
Curry County Extension SNAP-Ed 29390 Ellensburg Gold Beach OR 97444	50	0

Ship to:		
Deschutes County Extension SNAP-Ed 3893 SW Airport Rd Redmond OR 97756-8697	800	200

Ship to:		
Douglas County SNAP-Ed 1134 SE Douglas Roseburg OR 97470	250	0



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Ship to: Gilliam County Extension SNAP-Ed 135 S Main Street, Suite 219 Condon OR 97823	100	0
Ship to: Grant County Extension SNAP-Ed 530 E Main St Suite 10 John Day OR 97845	100	0
Ship to: Hood River County Extension SNAP-Ed 2990 Experiment Station Dr Hood River OR 97031	100	50
Ship to: Jackson County Extension SNAP-Ed 569 Hanley Rd Central Point OR 97502	400	50
Ship to: Jefferson County Extension SNAP-Ed OSU Nutrition Program 430 SW Fairgrounds Road Madras OR 97741	500	150
Ship to: Josephine County Extension SNAP-Ed 215 Ringuette St Grants Pass OR 97527	100	0
Ship to: Klamath County Extension SNAP-Ed 6923 Washburn Way Klamath Falls OR 97603	500	0



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Ship to: Lane County Extension SNAP-Ed 996 Jefferson St Eugene OR 97402	400	0
Ship to: Lincoln County Extension SNAP-Ed 1211 SE Bay Blvd Newport OR 97365	400	200
Ship to: Linn County Extension SNAP-Ed 33630 McFarland Rd Tangent OR 97389	700	500
Ship to: Malheur County Extension 581 SW 33rd St Ontario OR 97914	300	100
Ship to: Marion County Extension SNAP-Ed 1320 Capitol St NE Suite 110 Salem OR 97301	300	300
Ship to: Metro Hispanic Nutrition Office SNAP-Ed Ross Island Plaza Office Building 3880 SE 8th Ave., Suite #170 Portland, OR 97202	100	500
Ship to: Oregon State University Food and Nutrition Satellite Office 5444 SE International Way Suite B Portland OR 97222	400	50



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Ship to:		
Polk County Extension 289 E Ellendale Suite 301 Dallas OR 97338	500	150

Ship to:		
Tillamook County Extension SNAP-Ed 2204 Fourth St Tillamook OR 97141-2491	50	0

Ship to:		
Wallowa County Extension SNAP-Ed 668 NW 1st Enterprise OR 97828	50	0

Ship to:		
Washington County Extension SNAP-Ed Public Services Building 155 N First Ave Ste 200 MS-48 Hillsboro OR 97124	1000	300

Ship to:		
Warm Springs Extension SNAP-Ed 1110 Wasco St Warm Springs OR 97761-0430	150	0

Ship to:		
Yamhill County Extension SNAP-Ed 2050 NE Lafayette Ave McMinnville OR 97128	0	50

Ship to:		
c/o Storage Depot 1520 SW 3rd St. Corvallis OR 97333 Oregon State University Extension	5150	1450

Inside storage unit delivery. Lift gate and pallet jack required for delivery. At least 30 minute advanced notice of delivery.

OSU subtotal	12850	4250
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Department of Human Services District 1 450 Marine Drive, Suite 200 Astoria, OR 97103	300	50
Department of Human Services District 1 4670 3rd Street Tillamook, OR 97141-2902	200	50
Department of Human Services District 2 2446 SE Ladd Avenue Portland, OR 97214	3,500	875
Department of Human Services District 3 4074 Winema Place, Suite 100 Salem, OR 97305	2,000	500
Department of Human Services Albany SSP Branch 118 2nd Avenue SE Albany, OR 97321	1,000	250
Department of Human Services District 5 2885 Chad Drive Eugene, OR 97408	1,500	375
Department of Human Services District 6 1937 W. Harvard Boulevard Roseburg, OR 97471	300	100
Department of Human Services District 7 2110 Newmark Avenue Coos Bay, OR 97420	100	50



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Department of Human Services Grants Pass SSP Branch 2101 NW Hawthorne Suite B Grants Pass, OR 97526	100	50
Department of Human Services Rogue Family Center SSP Branch 3131 Avenue C White City, OR 97503	100	50
Department of Human Services Ashland SSP Branch 1658 Ashland Street Ashland, OR 97520	100	50
Department of Human Services Cave Junction Branch 535 East River Street Cave Junction, OR 97523	50	50
Department of Human Services The Dalles SSP Branch 700 Union Street, Suite 128 The Dalles, OR 97058	400	100
Department of Human Services District 10 1135 SW Highland Avenue Redmond, OR 97756	200	50
Department of Human Services District 11 700 Klamath Avenue, Suite 100 Klamath Falls, OR 97601	200	50



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Department of Human Services District 12 950 SE Columbia Drive, Suite A Hermiston, OR 97838	100	50
Department of Human Services Baker City SSP Branch 3165 10th Street, Suite 300 Baker City, OR 97814	200	50
Department of Human Services La Grande SSP Branch 1607 Gekeler Lane La Grande , OR 97850	200	50
Department of Human Services District 14 186 East Lane, Suite 2 Ontario, OR 97914	150	50
Department of Human Services Oregon City SSP Branch 315 S Beaver Creek Road Oregon City, OR 97045	100	50
Department of Human Services North Clackamas SSP Branch 16440 SE 82nd Drive Clackamas, OR 97015	150	50
Department of Human Services Beaverton SSP Branch 15625 SW Greystone Court Beaverton, OR 97006	100	50
Department of Human Services Hillsboro SSP Branch 5300 NE Elam Young Parkway Hillsboro , OR 97124	300	100



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Department of Human Services Tigard SSP Branch 10777 SW Cascade Avenue Tigard, OR 97223	200	50		
Oregon Department of Human Services 500 Summer St NE E48 Salem OR 97301-1066	100	100		
Combined total	24500	7500	DHS subtotal	
			11650	3250